



FBIS-6404-88  
21 January 1988

MEMORANDUM FOR: Agency Forms Manager/OIT

FROM:

FBIS IMO

STAT

SUBJECT: Review of FBIS Forms Inventory

REFERENCE: FBIS-1733-98, dated 18 May 1987

1. Thank you for the listing of FBIS (OPI25) Forms and the samples that you attached. I am forwarding several to you that you did not have in your inventory. Hopefully this will help complete your files.

2. In the meantime, I would like to call your attention to Reference memorandum dated 18 May 1987, which authorizes the removal of SF 1128 and SF 1128a from the inventory and from OPI 25 accountability.

3. FBIS has just completed a review of it's entire forms inventory and we have discovered that the following forms are no longer required by this office. Accordingly, they should be removed from the next edition of the Forms Catalog, and from current inventories

|                |                                   |
|----------------|-----------------------------------|
| Form 635       | Operations Log                    |
| Form 1394      | Cruising Report                   |
| Form 2295      | Inquiries and Requirements        |
| Form 2922      | Request for Approval of Itinerary |
| Form 3970      | FBIS Registry Routing Slip        |
| Form SF 7B     | Employee Record                   |
| Form DA 11-118 | Message Number Sheet /            |

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Attachments:

As noted

cc: DD/S&T IRO

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ORIG: FBIS/IMO:

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Distribution:

- 1 - Adse
- 1 - DDST/IRO
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- 1 - RMO Forms File
- 1 - Registry